



# CLINTON COUNTY ADDRESS APPLICATION

## Clinton County Addressing Office

Phone: 618-594-6631 Fax: 618-594-6006 email: [addressing@clintonco.illinois.gov](mailto:addressing@clintonco.illinois.gov)  
Complete this form and return it to the Addressing Office by email or USPS mail.

**Return Mailing Address:**  
Clinton County Addressing  
850 Fairfax St – Room 124  
Carlyle, IL 62231

1. Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- Your current contact information:**
2. Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_  
Business or Corporation \_\_\_\_\_
3. Street Address \_\_\_\_\_
4. City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_
5. Phone Number (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_
6. Your return email address: \_\_\_\_\_ @ \_\_\_\_\_ . \_\_\_\_\_
- Information Needed For Your New Address:**
7. Parcel Identification Number (PIN): \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_
8. Subdivision name with lot number, if there is one: \_\_\_\_\_
9. Road name \_\_\_\_\_
10. Road name of nearest intersecting road \_\_\_\_\_
11. What side of the road is your new building on? (N, S, E, or W) \_\_\_\_\_
12. Can your new building be seen from the road? Yes \_\_\_\_ No \_\_\_\_
13. Structure is a home \_\_\_\_, mobile home \_\_\_\_, clubhouse \_\_\_\_, storage building \_\_\_\_, business \_\_\_\_, office \_\_\_\_, tower \_\_\_\_, other (describe) \_\_\_\_\_
14. Structure is planned but not constructed \_\_\_\_, under construction \_\_\_\_, or existing \_\_\_\_
15. Will your new structure share a driveway with another structure? Yes \_\_\_\_ No \_\_\_\_
16. If your new structure shares a driveway with another structure, what is the existing structure's 9-1-1 address? \_\_\_\_\_
- If you are standing in front of your new building looking toward the road:**
17. The nearest 9-1-1 address to your left is \_\_\_\_\_
18. The nearest 9-1-1 address to your right is \_\_\_\_\_
19. The nearest 9-1-1 address across the road is \_\_\_\_\_
20. Comments or helpful information: \_\_\_\_\_

=====THIS BOX FOR OFFICE USE ONLY=====

Date Received by Coordinator ____ / ____ / ____ Email ____ Fax ____ USPS ____ Other _____	<b><u>Your new 9-1-1 address is:</u></b>	Date addressed: ____ / ____ / ____  By:
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**PROVIDE SKETCH ON PAGE 2**

**PROVIDE A DRAWING BELOW**

- Draw building, driveway, and property lines.
- Show distance from neighbor’s driveway to your driveway.
- Label neighbor’s address.
- Draw and label roads.
- Show which direction the front door faces.
- Label north.



**DISPLAY OF ADDRESS NUMBERS**

House

Numbers posted on a structure should have a minimum height of 3 inches and contrast with the background and be clearly visible from both directions of travel. The numbers should be posted within 3 feet of the front entrance and should be near eye level. Avoid placing numbers away from the front door such as above garage doors.

Mailbox

Where the structure is over 50 feet from the edge of the street, the assigned number should be displayed on a post 3 to 5 feet in height within 20 feet of the public roadway or on a mailbox. Numbers should be of durable material, block lettering style, reflective and a minimum of 3 inches in height. Numbers on a mailbox should be posted on both sides.